

Business Technology Alignment (BTA) Architecture Working Group Meeting Minutes 06/03/03

Location:	830 1 st Street, NW, UCP (room 93D1), 9:30 – 11:00	
Present:	Anna Allen, Financial Partners Tim Fain, Pearson EA Team Mike Giordano, CSC Operations Terry Hardgrave, Pearson EA Team Denise Hill, FSA Enterprise Architecture Ginger Klock, Students Channel Robert Laurence, Students Channel	Peter Muscato, Pearson EA Team Ron Sann, General Council William Tate, Pearson EA Team Manish Vij, Pearson EA Team Jay Walker, CSC Operations Deb White, Pearson EA Team
Objective and Agenda:	<p><u>Objective:</u> Complete the previous agenda items.</p> <p><u>Agenda:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review / Approve Previous Meeting's Minutes <input type="checkbox"/> Review Proposed Organizational Structure <ul style="list-style-type: none"> ○ Identify Architecture Working Group / Architecture Support Group representatives <input type="checkbox"/> Brainstorm Session – Keep Documents Current <input type="checkbox"/> Review Minimum PC Requirements Feedback <input type="checkbox"/> EA Refresh Briefing <input type="checkbox"/> Overview of Pending Items List <ul style="list-style-type: none"> ○ Mid-range v. Mainframe Platform ○ Microstrategy Equivalent for Mainframe ○ Web-Services v. Direct Database Access ○ Search Engine Alternatives 	
Action Items:	<p>Previous:</p> <ol style="list-style-type: none"> May 20 - Denise Hill: Brief John Fare on Architecture Working Group's charter. May 20 - Denise Hill: Finalize minimum PC requirements by July 9th to be presented at NASFAA. Update June 10: Minimum PC requirements have been updated with suggestions and presented to BIG. May 20 - Denise Hill: Discuss XML capacity planning effort with Paul Peck and Holly Hyland. Report PC requirements to BIG. <p>New:</p> <ol style="list-style-type: none"> June 6 - Business Unit Representatives: Provide backup resources for Architecture Working Group participation to Terry.Hardgrave@ed.gov by Tuesday, June 10th. June 6 - ALL: Provide feedback to Terry Hardgrave regarding the EA Refresh presentation by Tuesday, June 10th. Received comments from Robert Laurence: 	

	<ul style="list-style-type: none"> a. Reduce the number of slides b. AKAMI should be AKAMAI c. Include EA benefit of “re-use solutions across the enterprise” <p>3. June 6 - Denise Hill: Request Michaelyn Milidantri to provide an explanation of the issues with existing search engine. The request has been made – waiting for response.</p> <p>4. June 6 - Denise Hill: Contact Ombudsman (Deb Wiley) and Borrower Services (Tom Pestka) for business unit representatives that will participate in the Architecture Working Group meetings. Request was made June 10. Corwin Jennings will be the Ombudsman representative. Waiting for Borrower Services response.</p> <p>Completed since last meeting:</p> <ul style="list-style-type: none"> 1. Denise Hill: Add 508-compliance to minimum PC requirements list. 2. Paul Hill Jr.: Check with Jeff for opening on BIG schedule to report PC requirements. On schedule the week of June 9. 3. Jackie Anderson, Robert Laurence, Paul Hill Jr, Ginger Klock: Distribute draft PC requirements for comment / approval and reply to Terry Hardgrave by May 28th. (terry.hardgrave@pearson.com) Robert Laurence and Ginger Klock responded. 4. June 6 - Denise Hill: Work with Deb White to update the Architecture Support Group members. See updated slides presentation dated 06_06_03 5. June 6 - ALL: AWG should not be used to represent the Architecture Working Group as the acronym also refers to Administrative Wage Garnishment. Should either be spelled out, or come up with an alternative acronym. 6. June 6 - Terry Hardgrave / Mike Giordano / Carl Porter: Terry will share the diagrams he is producing for the Technical Infrastructure Blueprint. To-date, all completed diagrams have been reviewed by CSC. This will continue until all diagrams for the TIB are completed. Terry has been working very closely with CSC to provide suggested updates to the document. 7. June 6 - Jay Walker: Send the Stage and Protocol document to Terry Hardgrave. Document was received June 9th. Terry will continue discussions with CSC and provide a recommendation to the Architecture Working Group on establishing a policy to make the application architectural diagrams mandatory.
Issues/Risks:	n/a
Next Meeting:	<p>Tuesday, July 8, 2003 9:30 am – 11:00 am 830 1st Street, NW, UCP (room 93D1)</p> <p>Tabled Topics:</p> <ul style="list-style-type: none"> ○ Approval of previous meeting’s minutes ○ Terry Woods - Autonomy briefing ○ Mid-range v. Mainframe Platform ○ Microstrategy Equivalent for Mainframe ○ Web-Services v. Direct Database Access

Meeting Discussion Items:

- **Review of Proposed Organization Structure:**

- Final Architecture Working Group representation:

Robert Laurence	Students Channel	Denise Hill	CIO Entrprs IT Mgmt
Anna Allen	Financial Partners	Mike Giordano	CSC Acct Mgmt
Paul Hill, Jr	Schools Channel	Carl Porter	CSC Business Arch
Shirley Pratt	CFO	Jay Walker	CSC Representative
To be determined	<i>Borrower Services</i>	Alex Lefur	Integration Partner – Business Integration / Arch
Corwin Jennings	Ombudsman	Terry Hardgrave	Arch Work Group – Arch Supp Group coordination
Ron Sann	General Council	Deb White	Arch Work Group – Arch Supp Group coordination
Natalie Taylor	Acquisitions / Contract Performance	<i>Intentionally left blank</i>	

- The Meeting Materials distribution lists will be updated accordingly.
 - **Decision:** Robert Laurence suggested and Denise Hill agreed that all business unit representatives will be responsible for distributing Architecture Working Group material through their respective organizations.
 - Ron Sann announced that even though he may not always attend, he will provide support to the Architecture Working Group. He also stated that at-times, due to the large representation of consulting companies in the group, he suggests that sensitive issues be discussed with FSA-only members.

Minimum PC Requirements:

- Robert Laurence consolidated the feedback he received from Bill Burns (Loan Consolidation), Cathy Powers (Loan Servicing System), Gregory James (FAFSA on the Web), Ginger Klock (EDEXpress) and Mary K. Muncie (Student Portals).
- **Robert Laurence and Ginger Klock suggested changes to the Browser Requirements:** Reword to indicate the minimum requirements are to use an IE or Netscape browser that is currently supported by the vendor. Netscape 6.0 is not supported by Netscape – change to 6.1. IE 5.x will no longer be supported after 2003.
- FSA has postponed XML ISIR 04-05 to 05-06.
- The only group really impacted is EDEXpress because all other groups are web-based.
- **Next steps:**
 - Add a third column titled “or better”. Keep “current”, “minimal” and “or better” columns for internal FSA distribution.
 - Send to Ron Sann to assist in updating the verbiage. Make sure the Take a look and see if this is going to hold us for 2 years.
 - Distribute to Architecture Working Group for approval. The requirements must support FSA activity for 2 years.
 - Remove the “current” column before presented at NASFAA and inclusion in the Federal Register.
 - Ask for comments at NASFAA.

Keep documents up to date:

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- Policies & Standards Guide should not be modified until approved through the Architecture Working Group. This group will not be tracking document that comes out of SDLC – but maintain documentation that describes our portfolio (POCs, hw/sw, database, etc).
 - **Denise Hills requires** the documentation to include information on applications not housed directly at the VDC, if it directly supports FSA.
 - o We don't necessarily want to control it, but we do want to know what is being done. If we don't understand the internal workings, we are unable to make informed decisions.
 - o **Mike Giordano suggested** that FSA needs a current configuration map, including source code, operating system, network view, process view and a searchable database. Add a step to the SDLC requiring this information to be updated as part of a production installation.